

JOB POSTING

Position Title: Accountant 3

**Tennessee Department of Commerce and Insurance
Fire Prevention Division**

Location: Nashville, Tennessee

Salary Range: \$3,366 to \$5,384 monthly, based on qualifications and experience

Duties and Responsibilities:

The Tennessee Department of Commerce and Insurance Division of Fire Prevention is committed to protecting the safety of Tennesseans and their property through fire prevention, education, codes enforcement, regulation, investigation and law enforcement. An individual in this position would be responsible for implementing policies and procedures to ensure consistency and accuracy of the fiscal and budgetary functions within the Division of Fire Prevention and the TN Fire Service & Codes Enforcement Academy (TFACA). It will work closely with the Fiscal Office, Assistant Commissioner, and TFACA and Fire Prevention Directors to ensure that the program areas operate within their budgetary authority and in accordance with the policies and procedures of the Department of Finance and Administration and the Fiscal Services Section.

Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to 1 year of full-time professional accounting or auditing work

The State of Tennessee is an Equal Opportunity Employer.

Send resume to: Ashley Roberts at Ashley.E.Roberts@tn.gov